



City of Helotes

New MarketPlace Vendor Website Transition Enrollment Schedule

The New Market Place website is here!

Follow the bellow instructions to guarantee your spot in the October 3rd Market Place event.

Thank you for your patience as the City makes this transition to a better system.

Enrollment Schedule for the October 3rd Market Place Event

September 5th – Renewal Payments will not be accepted. The Vendor Website will now be the one and only way to apply and pay to be a vendor for the Helotes MarketPlace events.

September 8th – 11th – The City of Helotes will use this time to generate coupons for those vendors who have already paid in advance and for those vendors who are Non-Profits.

September 14th – 18th – The new website will go live under password protection so that those vendors who have been with the Market Place can create an account and can purchase/reserve their booth(s) that they had previously held.

September 21st – 29th – The new website will go live to the General Public. If a booth has not been reserved by this time then it can be bought by a new vendor.

September 30th – Enrollment for October 3rd will stop and then start for November 7th.

Instructions for Enrollment for September 14th – 18th

1. Go to webpage www.helotesmarketplace.com
2. *Contact City Hall for the Renewal Vendor password.
3. Apply using the Application Instructions on the back of this flier.
4. Please be aware that some booth space numbers on the new map have changed. Please check the new map to confirm actual location before purchasing a booth.
5. If you need a coupon code because you already paid for your booth or if you are a Non-Profit vendor who is exempted from payment please contact the City for a code.
6. During this transition period, if a vendor selects a spot that is not theirs, The City of Helotes reserves the right to move their booth to another location.
7. If a vendor does not have access to a computer, please visit your local public library to rent a computer. <http://www.mysapl.org/locations.aspx>
8. If you need help enrolling please also contact the City and/or visit our website for step by step picture instructions. <http://www.helotes-tx.gov/residents/the-marketplace-oth/>

City Contact Information

Email themarketplace@helotes-tx.gov or call #210-695-5916.

Vendor Enrollment Instructions

- 1) Go to the MarketPlace Vendor webpage. www.helotesmarketplace.com
- 2) Click the yellow button “Reserve Your Booth Today!”
- 3) On the “Member Login” box, select the “Not yet Registered?” option.
- 4) Enter information in the “Create Account” box.
- 5) Fill out the Vendor Information boxes.
 - a. If selecting the Food Vendor option be prepared for an extra step to purchase a food license.
 - b. If you already have a current Food License with the City then please contact City Hall for a coupon code so you are not charged.
- 6) Fill out Booth information boxes.
 - a. If given a coupon code use at this step so your card is not charged.
- 7) Proceed to Next Page
- 8) Select One Time Vendor or Recurring Monthly Subscription.
 - a. If a vendor applicant selects the Recurring Monthly Subscription function on their account then their booth(s) will be reserved month to month.
- 9) Select preferred booth. (Can interact with map to view other vendor products but must use drop box to select the number of booth desired).
- 10) Fill out billing information.
- 11) Check off “Read and Agree to the Vendor Policy and Terms.”
- 12) Complete Payment.
- 13) Print you invoice receipt and bring to event as proof of purchase.
- 14) To make any edits or changes go to “My Account” and use the editing functions.
- 15) **REMEMBER DON'T PANIC** - We have a whole month to get this right. If you have questions or concerns please contact the City and you will receive help.